

## TOMPKINS CORTLAND COMMUNITY COLLEGE

**Faculty Position Title:** Student Success Advisor

**Organizational Unit:**

Student Affairs

**Reports to:**

Dean for Enrollment Operations and  
Welcome Center Services or  
Director of Student Success Services

**Approved by:**

Board of Trustees  
March 17, 2016

**SUMMARY:**

In collaboration with the Dean for Enrollment Operations and Welcome Center Services, the Director of Student Success Services, and other college staff and faculty, this individual will be responsible for providing learning-centered, strengths-based support to students through individual and group advisement and other programs related to the success and retention of Tompkins Cortland Community College students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides learning-centered, strengths-based direct service to students assigned to Student Success and to others needing academic advisement and intervention services, including new students, continuing students, and special populations.
2. Provides outreach and intervention services to identified high-risk students.
3. Delivers presentations to groups of students, parents, faculty, staff, and others.
4. Performs responsibilities, as assigned, related to student success initiatives designed to improve retention and academic success for college students, especially those in targeted high-risk populations.
5. Maintains currency in knowledge about academic program requirements, financial aid eligibility requirements, academic standards, college resources, and other policies and procedures.
6. Effectively utilizes computer-based student information system programs and applications, including but not limited to Power Campus, myTC3, Starfish, Slate and DegreeWorks.
7. Collaborates with other offices to plan and implement effective programs related to student advisement, registration, transition, and retention.
8. Builds and maintains a network of professionals in the field of advisement, retention, transition, and student success through other colleges and professional organizations.
9. Directs the work of student employees in the Student Success and Advisement Services office.
10. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability or life experience.
11. Serves on various college committees and performs other related tasks as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and minimum of one years' experience in academic advising, teaching, or providing support services to students in a postsecondary environment (may include equivalent paraprofessional experience) or Master's degree. Demonstrated commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, age, ability, or life experience.

**DESIRED QUALIFICATIONS**

Experience as student or staff member in a community college.